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**From:** Cormier, Carol (EHS)  
**Sent:** Friday, October 03, 2008 4:38 PM  
**To:** Corbett, Kate (DPH)  
**Subject:** RE: Step Increase

When you are reclassified it changes the date of your step to the date you entered the new position which in your case was 3/16/08 so you will go to the next step on 3/16/09. Please let me know if you have any questions. Thanks

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**From:** Corbett, Kate (DPH)  
**Sent:** Friday, October 03, 2008 2:21 PM  
**To:** Cormier, Carol (EHS)  
**Subject:** Step Increase

Hi Carol,

I was wondering when my step increase would be taking effect for this year. I thought that it was going to be in today's paycheck but it wasn't. I believe my 3yr anniversary date was on Sept 12. Could you please let me know when this will be reflected in my paycheck.

Thank you,  
Kate Corbett